



WARREN COUNTY PARKS AND RECREATION
JOB DESCRIPTION

- I. **Name of Position:** Park Manager
- II. **Organization Unit:** Management (various Park locations)
- III. **General Summary:** Park Manager is responsible for overseeing all operations of assigned park facility. This includes staff supervision, patron supervision, event and program coordination, all maintenance operations, and any other functions assigned by the Superintendent of Operations. Managers are required to display effective leadership, assist in maintaining positive employee morale, and ensuring assigned workplace is led in an effective manner per standards set by WCPRD administration.
- IV. **Qualifications:**
High school diploma; 2-4-year college degree preferred in Recreational Administration, Sports Management, or Exercise, Science, and Kinesiology (desired); past supervisory and management experience (desired); experience in landscaping and athletic field maintenance (desired). Excellent customer service skills (preferred). Needs to be proficient with Microsoft Excel, Word, PowerPoint, and Outlook. WCPRD is an equal opportunity employer.
- V. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical insurance, dental insurance, and vision insurance are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost). Employee agrees to wage negotiated at time of hire and understands that regular wage increases are not guaranteed. Any wage increases will be approved by W.C. Fiscal Court and adhere to policies of WCPRD.
- VI. **Employee Classification:** Exempt (Exempt position requires work weeks on a regular basis exceeding forty (40) hours. Employee agrees to adhere to this classification type.)
- VII. **Essential Job Functions:**
 1. Create weekly work schedules for assigned employees.
 2. Create daily work orders for employees and follow up to ensure completion using work order software and/or visual display boards.
 3. Responsible for complete knowledge of payroll platform, as well as daily checks of all employee time to ensure values and time worked is accurate.
 4. Coordinate, facilitate, and work with all patron groups renting or using the facility.
 5. Manage and lead staff by positive example in team-oriented and task-focused environment that fosters high morale and attitude as per request of administration and policies of department.
 6. Be on-call at various times throughout the year to assist with operations of assigned facility.
 7. Maintain assigned facilities, including mowing, trimming, ball field maintenance, pesticide/herbicide spraying, irrigation systems (both manual and automatic), and mechanical operations.
 8. Manage assigned staff to ensure daily operations are completed in an effective manner.
 9. Work and supervise various assigned special events, gyms, and assist Superintendent with various functions.
 10. Work directly with staff (assisting in completion of park duties).
 11. Maintain a digital inventory using WCPRD format and submitting for review on a regular basis.
 12. Complete weekly playground inspections.
 13. Conduct monthly vehicle inspections.
 14. Oversee cleanliness/custodial duties of facility.
 15. Complete and submit all necessary reports/forms and administrative documents, as required by department (to include weekly work summary reports and weekly work schedules due to Superintendent by 5pm each Friday).
 16. Purchase items for park, as approved by Director (must follow Department purchasing policy).
 17. Troubleshoot equipment maintenance issues and make repair recommendations to Superintendent.
 18. Operate a variety of equipment including skid steer loader, dump trailer/truck, UTV, Sand Pro, small and large tractors, seeders, aerators, sand spreaders, mowers, trimmers, sprayers, snow removal equipment.
 19. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
 20. Complete any other duties as assigned by the Director of WCPRD.
 21. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- VIII. **Special Work Conditions:**
Indoor/outdoor work during all seasons; some weekend/night work required; some holiday work required. Transport and direct supervision of inmates is required. Due to the Park Manager being a management position, some "on call" work is required.
- IX. **Verification of Understanding Position:**
By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Witness Signature

Director WCPRD Signature

Date

Date

Date